

**LINCOLNWOOD SCHOOL DISTRICT 74  
EVALUATION OF THE ADMINISTRATOR  
2012**

Administrator's Name: Dr. Kevin Nohelty

Superintendent's Name: Mark A. Klaisner

**PERFORMANCE SCALE**

**1. = Outstanding (comment required)**

The Administrator demonstrates the highest standards. Is characterized as being exemplary. Acts as a role model in this element/category and is recognized as being dynamic and distinct.

**2. = Commendable**

The Administrator has a high degree of competence and is fully knowledgeable with respect to the element/category. Possesses all of the necessary skills relative of the element/category.

**3. = Satisfactory**

The Administrator is able to satisfy the requirements of the element/category but the performance is simply adequate or sufficient.

**4. = Needs Improvement (comments required)**

The Administrator is either barely meeting the minimal requirements of the element/category and/or require improvement to reach a satisfactory level.

**5. = Unsatisfactory (comments required)**

The Administrator has little or no success in this area. The administrator cannot fulfill the demands or requirements of this element/category.

**I. PERFORMANCE CATEGORIES**

**A. Relationship with the Superintendent/Administrative Team**

**Performance Score**  
**(1 - 5)**

**Elements**

1. Works with Superintendent to advance and promote the District mission and with Administrative team to implement District initiatives.

Comments:

A great deal of  
work has gone into the  
new financial software.

2



Performance Score

(1 - 5)

2. Is a contributing member of the Administrative Team.

Comments: Kevin is great at most  
meetings but takes the lead in  
financial matters

2

3. Keeps Superintendent informed on issues, needs and operations of the School/District.

Comments: Kevin keeps me informed

1

4. Offers professional advice to the Superintendent on items requiring Superintendent action. Recommendations are based on thorough study and analyses.

Comments: Particularly in Business office  
matters.

2

5. Interprets and executes the intent and spirit of Board policy.

Comments: We are all working on this.

2

6. When the Board adopts a course of action or policy, he/she implements the Board's decision in good faith and exerts every reasonable effort to have it succeed to the advantage of the students.

Comments: Kevin is great at "Making it  
happen."

2

7. Represents the Board well in conversations with private citizens who may object to Board policies or decisions.

Comments: Kevin is very professional

1

Performance Score

(1 - 5)

8. Seeks and accepts constructive criticism of his/her work.

2Comments: Kevin is very professional

9. Brings to the Superintendent's attention evaluation information (pro or con) regarding school personnel when such is warranted.

2Comments: Kevin completes the evaluation of his reports in a timely fashion.

10. Accepts ideas and suggestions advanced by other administrators, considers merits and advises/reacts accordingly.

1Comments: Kevin is a team player and has a strong network

11. Keeps the Superintendent advised of changes, innovations and trends in education that might be applicable to the school or district.

1Comments: Kevin keeps me informed

12. Informs the Superintendent on issues, topics in a timely manner giving him adequate time to respond after being fully advised of all the facts.

1Comments: Kevin keeps me informed

13. Considers all issues related to the District and informs the Superintendent accordingly as to issues that have the potential to cast the District or the School in an (un)favorable light.

2Comments: Kevin understands the politics.

21/13

1.62 ✓

**Performance Score**  
(1 - 5)**B. Relationship with the Community****Elements**

1. Gains respect and support from the community on the conduct of the school operation.

2

Comments: Kevin has a strong  
reputation

2. Helps the school system maintain a good image.

1

Comments: Kevin is very professional

3. Develops friendly and cooperative relationships with the media when appropriate.

2

Comments: Not much opportunity for this

4. Participates actively in community life and affairs.

2

Comments: Rotary Village  
Chamber of Commerce

5. Solicits and gives attention to problems and opinions of all groups and individuals.

2

Comments: This is a strength for Kevin

6. Encourages the community to participate in school programs and events.

2

Comments: as far as appropriate

**Performance Score**  
(1 - 5)

7. Speaks well in front of large and small groups. Expresses his/her ideas in a logical and forthright manner.

1

Comments: Kevin is very articulate.

8. Can "think on his/her feet" when faced with the unexpected or Disturbing turn of events in a large group meeting.

2

Comments: Kevin stays calm in all situations

9. Works effectively with public and private groups.

2

Comments: Absolutely!

10. Achieves status as a community leader in public education.

1

Comments: Kevin has a great reputation

11. Is responsive in a timely fashion to community inquiries and uses phone calls, emails, correspondence, voice mail, and blogs effectively.

2

Comments: This too is a strength for Kevin.

12. Regularly meets with staff from surrounding districts to monitor how neighboring communities and their districts respond to legislative, educational and economic changes.

1

Comments: Kevin has maintained an excellent network.

**Performance Score**  
(1 - 5)

13. Maintains membership in professional associations and stays up to date on issues related to the position.

1

Comments: Kevin is an officer in  
several organizations.

14. Continues to grow professionally through courses, workshops, seminars, and/or book studies.

1

Comments: Kevin not only learns but  
teaches several courses.

22/14 1.57

**C. Relationship with Staff and Personnel****Elements**

1. Works to develop staff morale and loyalty to the organization.

2

Comments: Kevin models loyalty

2. Delegates authority and responsibility to staff members appropriate to the position each holds.

2

Comments: Kevin enjoys mentoring his staff

2

3. Accepts ultimate responsibility for decisions made by subordinates.

Comments: Kevin leads and supports  
his team.

Performance Score  
(1 - 5)

4. Works towards the improvement of staff and personnel relations.

2

Comments: Kevin enjoys working with  
the staff as a whole.

5. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.

2

Comments: when appropriate

6. Supports staff while demanding their best effort.

2

Comments: Kevin sets high standards

7. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

2

Comments: Kevin expects high levels of  
professionalism

8. Seeks out the best ideas of competent people before critical decisions are made.

1

Comments: Kevin depends on his team

9. Works to develop a team spirit among the staff in their approach to education problems.

1

Comments: Kevin depends on his  
Team.

**Performance Score**  
(1 - 5)

10. Makes use of adequate lines of communication with the staff.

Comments: Kevin communicates well.  
\_\_\_\_\_  
\_\_\_\_\_2

11. Encourages staff to develop creative solutions to problems.

Comments: Kevin works with his  
team(s)  
\_\_\_\_\_  
\_\_\_\_\_2

12. Provides orientation for newly appointed staff and makes certain that orientation of all staff is provided.

Comments: Kevin is part of new staff  
orientation  
\_\_\_\_\_  
\_\_\_\_\_3

13. Follows the practice of decision-making by appropriate subordinates.

Comments: Kevin works with his  
team(s)  
\_\_\_\_\_  
\_\_\_\_\_2

$$25/13 = 1.92$$

**D. Personal Characteristics****Elements**

1. Possesses the health and energy necessary to meet the responsibilities of his/her position.

Comments: Kevin is very healthy!  
MARATHON THIS YEAR  
\_\_\_\_\_  
\_\_\_\_\_1

**Performance Score**  
(1 - 5)

2. Maintains poise and emotional stability in his/her professional activities.

Comments: Kevin always has  
appearance of being calm.1

3. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.

Comments: ABSOLUTELY1

4. Earns respect and standing among his/her professional colleagues.

Comments: Kevin maintains an  
excellent reputation1

5. Promotes ideas to which people are willing to listen whether or not they agree with him/her.

Comments: Kevin is seen as  
an expert in his field1

6. Seeks new ideas and sources of funding for educational and staff advancement for the advantage of the students.

Comments: Kevin has some ideas for  
the future2

7. Keeps abreast of the latest developments in the field of education through participation or attendance at meetings of key professional organizations.

Comments: Kevin stays current1

Performance Score  
(1 - 5)

8. Shares his/her knowledge, experience, and points of view with others in matters of importance to public education.

2

Comments: Kevin is a resource for  
us and teacher graduate classes

$$10/8 = 1.25$$

E. OrganizationElements

1. Distinguishes between prime problems and trivialities.

2

Comments: Kevin accurately sets  
priorities.

2. Plans his/her own time so that matters of greatest of importance are dealt with thoroughly.

2

Comments: Kevin accurately sets  
priorities.

3. Takes a sound and well considered stand on issues that face the school system.

1

Comments: I see Kevin as an expert.

4. Has organized staff so that appropriate decision-making may take place at various and appropriate levels, as contrasted with most decisions being made at the administrator's level.

2

Comments: Makes good use of skills  
and training of team members.

**Performance Score**  
(1 - 5)

5. Encourages systemization. All significant activities or duties are performed efficiently in a timely basis.

1

Comments: Absolutely - This is a strength.

6. In an annual report or in a series of reports informs the general public concerning the state of the school/District/Program.

2

Comments: Kevin reports regularly @  
Board mtgs and is a resource to  
the finance committee

7. Has an organizational plan flexible enough so that research and creativity are encouraged among other employees of the school/District/Program.

3

Comments: It's a difficult field for  
too much creativity. Certainly, Kevin  
is flexible

8. Provides democratic procedures in curriculum work, utilizing the abilities and talents of teachers, specialists, and central staff.

3

Comments: Kevin is a team player and  
supports C+I

9. Administrator recommendations and plans support the educational Philosophy of the board.

2

Comments: Kevin embraces the  
direction of the board.

10. Periodically reviews and reorganizes staff duties or responsibilities to take full advantage of the staff's special competencies.

2

Comments: Kevin values training and  
organization.

Performance Score  
(1 - 5)

11. Makes provision for long range planning in all areas of school operation.

3

Comments: Kevin is part of our strategic  
planning

12. Involves Board, staff and/or community in planning.

2

Comments: as appropriate

25  
12 2.08

**F. Leadership, Business and Finance, Curriculum and General Administration****Elements**3

1. Shows initiative, creativity and imagination in his/her position.

Comments: Kevin supports systems

2. Is regularly visible to all school personnel to give evidence to his/her leadership role.

3

Comments: Much of this year - Software,  
Budgeting, Evals - has required official  
time.

3. Operates efficiently as a leader.

1

Comments: Kevin is very efficient

4. Reports annually to the Superintendent concerning the adequacy of the educational program.

2

Comments: Kevin keeps me informed

Performance Score  
(1 - 5)

5. Reports annually to the Superintendent concerning the safety of district.

2

Comments: Kevin works well with  
Jim Caldwell to ensure safety

6. Place the welfare of the school children before other considerations in making his/her recommendations.

1

Comments: Absolutely!

7. Contributes to the development of the budget in cooperation with other staff.

1

Comments: Kevin owns the budget

8. Makes recommendations for adequate financial planning.

1

Comments: This is Kevin area

9. Shares with the Superintendent his/her priorities on various budget items and amounts.

2

Comments: Kevin keeps me informed

10. Takes the lead in promoting promising avenues of educational innovations.

2

Comments: Kevin supports the  
efforts in C+I

**Performance Score**  
(1 - 5)

11. Reviews with the Superintendent the purpose and goals of school and district programs.

2

Comments: We work as a team  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

$\frac{20}{11} = 1.82$

**II. OVERALL EVALUATION SUMMARY**

**Average Performance score**  
**By Category**

**Categories**

*\*See performance for each category A-F*

- A. Relationship with the Superintendent and the Administrative Team.
- B. Relationship with Community
- C. Relationship with Staff and Personnel
- D. Personal Characteristics
- E. Organization
- F. Leadership, Business and Finance, Curriculum and General Administration

1.62

1.57

1.92

1.25

2.08

1.82

1.71

**(Overall Performance Score)**

(Average of category A-F performance scores)

Performance Score  
(1 - 5)

III. OVERALL COMMENTS

Strengths: \_\_\_\_\_

Kevin is very organized.

He is seen as a leader in his field.

Kevin is a team player and contributes to  
and supports his team.

Areas to be strengthened: \_\_\_\_\_

It would be great if the work  
load would allow for Kevin to be  
more present in the building for positive  
reasons.

General remarks: \_\_\_\_\_

Kevin is finishing his second year.  
The finances and operations are in good  
shape. He has an excellent team.

Performance Score  
(1 - 5)

IV. 2012 AMINISTRATOR'S PROFESSIONAL GROWTH AND GOAL(S)

1. SYSTEMIZATION OF OPERATIONS

2. FORMS REPOSITORY

3. FACILITATE FINANCIAL ADVISORY COMM.

4. INVESTIGATE DEBT MANAGEMENT

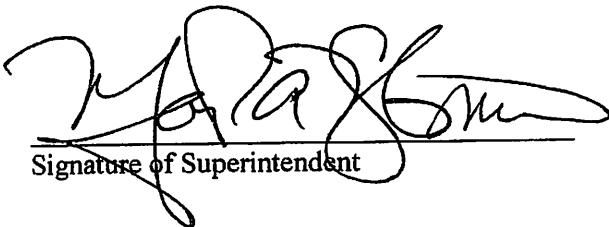
5. LSSU EVALUATION TOOLS



Signature of Administrator

1/20/12

Date



Signature of Superintendent

1/19/12

Date